



## TEXAS DEPARTMENT OF FAMILY AND PROTECTIVE SERVICES

COMMISSIONER  
John J. Specia, Jr.

September 3, 2015

The Honorable Keith Self  
Collin County Title IV-Legal  
2300 Bloomdale Road, Suite 3100  
McKinney, TX 75071

### **RE: Title IV CWB Annual Review - Contract #23939923**

Dear Judge Self:

DFPS must maintain up-to-date contract records and is conducting a contract file review that includes the following:

- Signature Authority: DFPS must ensure the Signature authority as documented in DFPS records is current.
- Risk Analysis: DFPS must ensure that current areas of associated risk to the agency are annually identified and contract monitoring activities appropriately prioritized by level of risk.
- List of Staff, Subcontractors and Volunteers: DFPS must annually ensure that contracting entity and service provider information including applicable credentialing documentation is up to date.
- Budget to be used for the new contract period. This may include obtaining and approving a revised budget or confirmation of the continued use of the most current budget.
- Federal Funding Accountability and Transparency Act (FFATA) Certification.

The document records that are required to be updated and maintained are attached.

- Signature Authority Designation (Form 2031)
  - Return only if the signature authority has changed.



2031 Signature  
Authority Designation

- Risk Analysis Questionnaire (Form 9105)

701 W. 51<sup>ST</sup> ST. ♦ P.O. BOX 149030 ♦ AUSTIN, TEXAS 78714-9030 ♦ (512) 438-4800

***An Equal Opportunity Employer and Provider***

- Complete and return Form 9105. Contract staff must complete an annual risk assessment. The Risk Analysis Questionnaire provides staff with information necessary to perform a current and accurate assessment.



9105 FY16 Collin Co  
Legal 23939924.doc

- Budget for Purchase of Service Contracts (Form 2030)



FY 16 Budget Title  
IV-E CWS Contract 20

- Form 4734 Federal Funding Accountability and Transparency Act (FFATA) Certification



4734 FFATA  
Certification.doc

- ICSQ 9007



9007CIVE\_S Collin  
Co CWB 23939923.doc

It is important that you review the enclosed documents thoroughly, sign and return the attached forms to me at the following address:

Email: [Elaine.hoang@dfps.state.tx.us](mailto:Elaine.hoang@dfps.state.tx.us)

If you have any questions regarding the proper completion of the enclosed documents contact me at (817)543-3964.

**Please return the applicable forms within 2 weeks of receiving this correspondence.**

Respectfully,

[\\:elaine.hoang@dfps.state.tx.us](mailto:\\:elaine.hoang@dfps.state.tx.us)

Contract Manager

Enclosures: Forms 2031, 9105, 9007CIVE\_S, 2030, 4734